

## **MINOR SUBDIVISION APPLICATION PROCEDURE**

Subdivisions are presented and approved by the White County Area Plan Commission.

The following is a general overview of the procedure to follow in order to apply for a Minor Subdivision. If you require more detailed information you may wish to purchase a copy of the White County Zoning Ordinance or access it at [www.whitecountyindiana.us](http://www.whitecountyindiana.us), click on Co. Departments, then Area Plan. Drainage Board approval is mandatory prior to submitting a subdivision proposal to the Area Plan Commission. For drainage approval, we recommend you contact the White County Surveyor's office before or when you submit your subdivision application. The minor subdivision procedure may take a minimum of two months from the time application is made until a final decision is reached. We strongly suggest you bring your documentation into the Area Plan office for review with the staff prior to completing your application.

### **APPLICATION**

1. Application for approval of a Minor Subdivision must be filed with the Area Plan Department. The application must be completed and signed by the owner(s), or an authorized agent of the owner(s), before a notary and accompanied by:
  - 1 copy of notarized letter of authorization from the property owner of record, if agent
  - 1 copy of deed showing ownership and legal description of property
  - 1 copy of the Property Record Card for the parcel from the Assessor's Office
  - 1 copy of the Preliminary Plat
  - 1 copy of the Drainage Approval
  - 1 copy of the Soil Tests (if using a septic system)
  - 1 copy of the Estimate of Cost for Improvements (if any)
  - 1 copy of Restrictions and Covenants
  - Names and Addresses of Adjoining Property Owners
  - Any other requirements as outlined in the White County Subdivision Control Ordinance or any items deemed necessary by the Area Plan office.
2. Upon submission of a complete application and appropriate documentation and fees, Area Plan staff will review submitted information and schedule a meeting with the applicant & Technical Review Committee.
3. The Technical Review Committee will supply comments to the applicant at the time of review followed by a written submission of those comments by the Area Plan office staff.
4. The applicant shall respond to the Technical Review Committee's comments and make any necessary changes or corrections. The applicant will submit to the Area Plan office the final subdivision plat in accordance with the cut-off & meeting date schedule for the APC.
5. Office staff will schedule the applicant for the next open Area Plan Commission hearing for approval.
6. The Area Plan Office will publish a legal ad one time in the local newspaper at least 10 days prior to the hearing.

7. The Area Plan Office will give notice of the request to adjoining property owners by mail at least ten (10) days prior to the hearing.
8. The Area Plan Commission will meet to review the request. The applicant must be represented at the meeting to answer questions.
9. The Area Plan Commission may, if necessary, following review, require that a bond be posted by the applicant, which shall: be in an amount determined by the Area Plan Commission to be sufficient to complete the improvements and installations in compliance with this ordinance; be with surety satisfactory to the Area Plan Commission; and, specify the time for the completion of the improvements and installations.

**AFTER FINAL PLAT IS APPROVED:**

1. The applicant shall file with the Executive Director a mylar original of the final plat in recordable form and in compliance with the requirements of the White County Recorder prior to or at the scheduled Area Plan Commission hearing.
2. The applicant must file the approved final plat with the White County Recorder's office within sixty (60) days of the date that the plat is authorized by the Area Plan Department. Failure to record the plat within sixty (60) days shall result in an expiration of the subdivision approval.
3. The applicant shall provide a copy of the recorded plat to the Area Plan office.

**FILING FEE:**

The filing fee for a minor subdivision will be as posted in the official White County Area Plan Fee Schedule.

## **Checklist for Minor Subdivision Application**

**All information listed below must be submitted along with an application, the application fee and any other supplemental information or documents required by ordinance or by the Area Plan Staff:**

### **Minimum Survey Requirements:**

\_\_\_\_\_ **Proposed name of the Subdivision**

\_\_\_\_\_ **Name(s) and Address(es) of the owner, subdivider and engineer and/or surveyor who prepared the plans and plat**

\_\_\_\_\_ **North point, scale and date**

\_\_\_\_\_ **Accurate boundary lines showing dimensions and angles, which provide a survey of the tract, closing with an error of not more than one (1) foot in ten thousand (10,000) feet and references to section, township and range lines or corners.**

\_\_\_\_\_ **Accurate distances and directions to the nearest established street corners or official monuments. Reference corners shall be accurately described on the plat.**

\_\_\_\_\_ **Accurate locations of all existing improvements and recorded streets intersecting the boundaries of the tract.**

\_\_\_\_\_ **Accurate legal description of the boundary.**

\_\_\_\_\_ **Layout of lots showing dimensions and numbers.**

\_\_\_\_\_ **Principal building and accessory structure setback specifications from each lot line.**

\_\_\_\_\_ **Current zoning district designation**

\_\_\_\_\_ **Legends and notes**

\_\_\_\_\_ **Description of the protective covenants or private restrictions of all types Which will run with the land to be incorporated in the plat of the subdivision and in the deeds for the lots.**

\_\_\_\_\_ Certification by a registered land surveyor.

**Additional requirements, if applicable:**

\_\_\_\_\_ Complete curve notes for all curves included in the plan.

\_\_\_\_\_ Existing street lines, if any, with accurate dimensions in feet and hundredths of feet, with angles to street, alley and lot lines.

\_\_\_\_\_ Accurate locations of easements for utilities and any limitations on such easements.

\_\_\_\_\_ Accurate dimensions for any property to be dedicated or reserved for public, semi-public or community use.

\_\_\_\_\_ Locations, type, material and size of all monuments and lot markers.

\_\_\_\_\_ Contours at vertical intervals of two (2) feet if the general slope of the site is less than ten (10) percent and at vertical intervals of five (5) feet if the general slope is greater than ten (10) percent.

\_\_\_\_\_ Plans and specifications for the improvements and lot markers.

\_\_\_\_\_ Statements describing the stabilization of all disturbed areas including, but not limited to, road shoulders, retention ponds and retention dikes.

\_\_\_\_\_ Other features which would affect the subdivision favorably or adversely.

**Prior to the Scheduled Hearing Date with the Tech Review Committee.**

\_\_\_\_\_ Certification of approval by the Staff.

**Prior to the Scheduled APC Hearing Date.**

\_\_\_\_\_ Letter of approval from the Drainage Board

**Each Applicant or Developer is responsible to assure compliance with  
The above requirements and all other requirements as provided for in  
the White County Indiana Zoning and Subdivision Control Ordinances.**

Monticello, IN 47960  
Phone: 574/583-7355; Fax: 574/583-4264

Application # \_\_\_\_\_

Receipt # \_\_\_\_\_

**APPLICATION FOR PRIMARY APPROVAL OF SUBDIVISION PLAT**

Date Application received by Area Plan Commission \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

I (we) do hereby apply for primary approval of the following described subdivision in accordance with the provisions of the Comprehensive Plan of White County. I (we) am (are) the owner (owners) of the real estate included in said subdivision.

Name of Subdivision \_\_\_\_\_

Civil Township \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_

Dimensions of the subdivision:

Area (in acres) \_\_\_\_\_ Number of Lots \_\_\_\_\_

Miles (to hundredths) of new streets to be dedicated to the public:

Full width \_\_\_\_\_ Half width \_\_\_\_\_

Name of Registered Land Surveyor preparing plat of subdivision:

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The undersigned, having been duly sworn on oath states the above information is true and correct as he is informed and believes.

Signature of Applicant: \_\_\_\_\_

State of Indiana )  
County of White ) SS:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

---

Administrative Officer's Record:

Fee of \$ \_\_\_\_\_ received from applicant, Date \_\_\_\_\_, 20 \_\_\_\_.

Date of Public Hearing before Area Plan Commission: \_\_\_\_\_ Action: \_\_\_\_\_